

## **Code of Conduct for Foundry Users**

1. Users shall propose projects in good faith, with the definite intention to use the results of the Foundry work in their ongoing research projects. Any change in the intent to use the results of Foundry research will be reported immediately to the Associate Director for the User Program.
2. EH&S training required for a User's work will be identified after the submission of the EH&S screening documents. Methods for meeting the training requirements will be described at that time. The User is responsible for completing this training prior to performing work in Foundry laboratories.
3. Requirements for EH&S approval of certain types of work will be identified after the submission of the EH&S screening documents. The User is responsible for meeting all EH&S permitting and review requirements before the work begins.
4. Work in the Foundry or affiliated labs will begin only after all EH&S hazards have been identified and mitigated, and participants have been trained appropriately. Periodic reviews will be conducted to ensure that this is maintained.
5. Users will seek training before using any equipment or technique with which they are not sufficiently familiar to ensure that it will not be damaged.
6. Users accessing the Molecular Foundry database will respect the privacy of the information therein.
7. Lab notebooks will conform to standard Foundry practice with a focus on accurate data reporting, description of controls, and other information that will allow reproducibility of experiments and support of patent.
8. Users will contribute, as requested, to the development of reports and related documents for Lab management and the DOE.
9. A copy of all lab notebooks with data relevant to the work done at the Foundry will be given to the facility lead scientist before leaving the Foundry.
10. At the completion of your project, as a user of a US Department of Energy National User Facility, you will be asked to complete a DOE "Final Report" form.
11. All work of sufficient scientific merit will be prepared for publication and submitted to a journal within a reasonable time.
  - a. All those who contributed intellectually at a significant level will be shown as authors.
  - b. All authors will review and approve papers before submission to journal.

- c. Foundry staff may review all papers before publication.
- d. Publications resulting from research done at the Foundry must carry the following acknowledgment, "Work at the Molecular Foundry was supported by the Director, Office of Science, Office of Basic Energy Sciences, Division of Materials Sciences and Engineering, of the U.S. Department of Energy under Contract No. DE-AC02-05CH11231."
- e. Journal acceptances for publication and publication dates derived from this work are to be reported to the User Program office.
- f. Patent lawyers for LBNL and user institution, if requested, will review and approve paper for publication. Publication may be delayed up to 90 days (30 days?) to allow for preparation of patent applications.